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4 May 1953

MEMORANDUM FOR: Chief, Project Administrative Planning Staff  
SUBJECT : Project Administrative Plans

1. In recent project administrative plans I have noted on a number of occasions such statements as "no major contractual commitments shall be entered into except upon authority of" and "the \_\_\_\_\_ Division shall, after appropriate coordination with the \_\_\_\_\_ Office" do thus and so.
2. It seems to me that the phrase, "major contractual commitments", should be clearly defined in all cases and that the amounts considered to be major should be stipulated.
3. If the \_\_\_\_\_ Division or Office has authority to determine something in coordination with another Office I am not sure whether this coordination means concurrence or not; in most cases I should think that it would.
4. Please give these two points your attention in the future preparation of administrative plans.

15/  
L. K. WHITE  
Assistant Deputy Director  
(Administration)

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cc: Comptroller  
General Counsel  
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